



Certified Staff Members:

**Prior approval** should be obtained for advancement on the salary schedule. Please fill out the enclosed Course Approval Application and submit it to the Human Resources Office for review.

Pay special attention to the following points.

1. To verify completion of work, transcripts of an approved college (AEA staff development courses are not approved) **must** be submitted by September 1 in order for salary adjustments to be made for that year. Grade slips/reports are acceptable in the short term, but official transcripts are required by Newton Community School District and the Department of Education.
2. It is the responsibility of the applicant to be certain that enough courses are approved and completed within the allotted time to satisfy the requirements for the advancement desired. It is understood that courses will likely be taken over a period of years. **Teachers should obtain pre-approval signatures with each new course.**
3. Only credits earned after attainment of a new salary advancement classification shall apply to the attainment of a subsequent higher classification.
4. Only completion of an accepted plan at a grade average of "B" or better will be accepted.
5. Courses may be either undergraduate or graduate, regardless of the advancement step.
6. Submission for advancement to a master's degree need not include a listing of all courses taken. Indication of an approved degree program naming the college is all that need be listed on the course listing form.
7. For advancement to a master's degree level, proof that the degree was conferred must be submitted by September 1. A copy of the transcript with such information or a copy of the certificate given at the conferring of the degree may be used.

Let me know if you have any questions.

Sincerely,

Tom Messinger  
Superintendent of Schools

**Newton Community School District  
Course Approval Application for B.A. or M.A. Advancement**

Name \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

Present Salary Level:    BA    BA15    BA30    MA    MA15    MA30

Desire Approval For:    BA    BA15    BA30    MA    MA15    MA30    MA45

Anticipated Completion of Program:                    September 1, \_\_\_\_\_

**PLEASE LIST BELOW THE COURSES YOU ARE USING TO OBTAIN THE SALARY ADVANCEMENT:**

YEAR TAKEN	CREDIT HOURS	COURSE NUMBER	COURSE TITLE	UNIVERSITY	DIRECTOR'S APPROVAL

A COPY OF THIS FORM WILL BE RE-SUBMITTED TO YOU FOR ADDITIONAL COURSES TO BE TAKEN

DIRECTOR'S SIGNATURE \_\_\_\_\_

DATE PROGRAM COMPLETED \_\_\_\_\_